State of Montana
MT PRRIME Project

Interface Document
Version 3.0

Updated June 24, 1998

- ==
-
- This is a DRAFT document based on information available as of the date
- shown above.
- Updates will be provided on the MT PRRIME web page as they become
- available.
- All agency associates will be informed as the updates become available.
-
- ==

Changes Per Version

Version 3 (6/17/1998)

- On the inbound interface requirements for the GL (General Ledger) Journal Load processing (Page 6 of version 3) it was noted that the GL load would not process transfer warrant claims and collection reports (deposits). The following sentence was added immediately after this statement:
  Transfer warrant claims will be processed through AP (Accounts Payable) and Collection reports (deposits) through AR (Accounts Receivable).

- Revised the interface approach flow diagrams to reflect new decision to transfer files to the UNIX box and run all processes on the UNIX box, transferring output to RDS on the mainframe.

- VOUCHER FILE

  1. Changed the wording on the order in which the voucher records must be input (Page 18 of version 3) and added a description of multiple vendor processing. Changed the wording to reflect tentative resolution of RJE activity wherein Option 1 involves the agency always providing a vendor ID.

  2. VOUCHER RECORD
     - Changed coding instructions writeup on Vendor ID to reflect the fact that the Vendor ID must be provided.

  3. VENDOR RECORD
     - Added the "Set ID"," vendor address location", and "vendor location description" fields to the Vendor file layout.
     - Removed the "multiple vendor amount" field.
     - Removed the M1099 Switch and M1099 Code from writeup portion of vendor record writeup.
     - Remove Multiple Vendor Amount writeup from coding instructions portion of document.

  4. VOUCHER RECORD
     - The field Invoice ID in the Header Record is "NOT REQUIRED".
     - Added the "vendor address location" element after the Vendor ID. This field is numeric.
     - Added the "payment method" field after the gross amount.
     - Removed the "multiple vendor indicator" field.

  5. The above modifications caused a change in the length of the filler at the end of **each of the Voucher records**. The Voucher records increased from 500 bytes to 550 bytes.

Version 2 (5/18/1998)

- Added a new column in the tables to identify **required** fields.

- ALL FILES
  1. Coding instructions were updated as applicable.

- VOUCHER FILE
  1. All voucher records increased from 460 bytes to 500 bytes due to the addition of two fields to the vendor record. The filler for all voucher records was increased in size. The two new vendor fields are:
     - Country (follows State)
     - Warrant Name 2 (follows Postal)

  2. The M1099 Switch and M1099 Code on the vendor record were swapped. The M1099 Switch is now first.

- ACCOUNTS RECEIVEABLE CUSTOMER FILE
  1. The filler on the Customer Detail records should be 20 bytes in length.

- BANK RECONCILIATION FILE
  1. Added this file layout.

Introduction

The purpose of this document is to:

- Outline the information that was collected from the MT PRRIME web survey.
- Detail the interface processes that will be built.
- Establish standards, which will be applied to all interface processes.
- Define the approach that will be used in each interface process.
- Provide the file layouts that will be used for the interface processes

These interfaces will provide a method for the PeopleSoft software to communicate with other applications around the state and with enterprises outside of state government.

Several agencies in the State of Montana have developed systems, which must remain in place to perform functionality not covered within the scope of PeopleSoft. These systems contain and generate data that is vital to the day-to-day operation of the State of Montana. The goal of the MT PRRIME project is to create a statewide **integrated** information system. This means that we must have the ability to collect information from these agency systems to provide timely, accurate information.

With the implementation of the new software we hope to eliminate duplicate effort. This means that many of the smaller systems built by the agencies will be replaced by the PeopleSoft modules. For those systems that perform unique functions we must build an interface to allow PeopleSoft to accept data from these system.

Through the interface processes we hope to:

- Maximize data integrity
- Ensure consistency and synchronization between agency and PeopleSoft applications.
- Identify systems that can be phased out upon completion of the MT PRRIME project.

Our plan is to build one interface per process so that each agency will be sending data in the same format. This will require the MT PRRIME teams to build and maintain a limited number of interface processes.

All inbound and outbound interface files will be fixed length flat files that can be read by standard programs such as COBOL and SQR.

There are several standards that should be implemented in all interfaces to insure uniformity, data integrity, and job completion. All jobs will create a set of standard reports that will log errors and exceptions. Also each job must offer the ability to restore or restart a job in the unlikely event of an ABEND or other system disruption that could compromise data integrity.

Two reports will be created in every interface:

1. Control Report – Identifies the total number of records read, number of database tables updated, total number of records rejected, etc.
2. Exception Report – Lists all transactions that were rejected and not processed through the interface.

Information Source

A Web based application was designed by MT PRRIME to help identify all external inbound and outbound interfaces that currently exist within the State. The agencies were then asked to complete the survey for their applications. For each application they were asked to identify whether it currently interfaced with any of the four existing Legacy systems (SBAS, Warrant Writer, P/P/P, PAMS), and if so, whether it was an inbound and/or outbound interface. They were further asked to identify whether or not the application would be replaced by PeopleSoft, in which case the interfaces would not be necessary.

An Excel spreadsheet, **MT PRRIME Interface/Conversion Reporting System Worksheet,** was then developed that took the survey results and broke them into different categories. The first category is the master list. This list consists of all applications that were reported by the agencies. The master list was then used to divide the applications into three other categories (neither, conversion, interface):

- Neither - Those applications that will not require any special processing by the MT PRRIME teams.
- Conversion - Those applications in which the data will need to be transferred to the new PeopleSoft modules.
- Interface - Those applications that will continue to exist and will require the ability to transfer data between the application and the PeopleSoft modules.

The interface portion of the spreadsheet was then reviewed by the Financial and Human Resource teams to determine whether or not the applications would continue to be necessary after the implementation of PeopleSoft, and if so, what interfaces would be required. The following sections of this document are the results of those reviews. These include a summary of the new external (non-PeopleSoft) interfaces, the approaches that will be used, and the new formats for each interface. It should be noted that the interfaces being used by the agencies for the current Legacy systems will either be replaced by the new interfaces, or in other cases, eliminated.

Inbound Interface Requirements

The purpose of this section of the document is to provide a summary of the new external (non-PeopleSoft) interfaces, both inbound and outbound, that will be available after the implementation of PeopleSoft. At the same time, it will provide a description of the interface and, if appropriate, identify what existing interface it may be replacing. The actual file layouts will appear later in this document.

The following are the standard **inbound** interfaces that will available for use by the agencies:

1. Financials

The processes that will load information to the General Ledger, Accounts Receivable, and Accounts Payable are:

GL (General Ledger) Journal Load

Description

This will allow agencies to report any financial transactions from their existing systems to the PeopleSoft General Ledger module that are not reported directly through the other financial modules (AR, AP, etc.). If the transactions are reported directly through another module, then GL receives the information from that module. No warrant transfers will be handled in this load.

The GL Journal load will replace the current SBAS RJE (Remote Job Entry) processing for all transactions except transfer warrant claims and collection reports (deposits). Transfer warrant claims will be processed through AP (Accounts Payable) and Collection reports (deposits) through AR (Accounts Receivable).

Options

– Modified version of the PeopleSoft delivered SQR GLS9002.SQR - Load Journals from a flat file

Components

– Input file
– Preliminary Edit Program
– Check for required fields, field formats header records, etc.
– Load program, which will include the final edits

Voucher Load

Description

This will allow agencies to send their voucher (warrant) information to the Accounts Payable module so that their warrants can be then be processed. This will include vendor, voucher and payment information. Warrant source provided (multiple vendors) and 1099 processing will be handled in this load.

It will replace the accounting and warrant portions of the current SBAS RJE processing and the separate Warrant Writer RJE processing used for multiple vendors.

Options

- New Cobol or SQR program. (Preferred method).
- Modified version of the PeopleSoft delivered EDI.

Components

- Input file
- Preliminary Edit Program
  - Check for required fields, field formats header records, etc.
- Load program, which will include the final edits.

Warrants Already Written Load

Description

This will allow agencies to send their **external** voucher information to the Accounts Payable module for warrant reconciliation purposes **after** the warrants have been printed. This is currently used by only 4 entities:

It will replace the existing External Warrant RJE processing.

Options

- New Cobol or SQR program.

Components

- Input file
- Preliminary Edit Program
  - Check for required fields, field formats header records, etc.
- Load program, which will include the final edits.

Bank Reconciliation Format

Description

This is a file that is received daily from First Bank of Minneapolis consisting of cashed warrant information for ALL State checks. This file is used for reconciliation purposes.

It will replace the existing Bank Reconciliation file.

Options

– Modified version of the PeopleSoft delivered EDI.

Components

– Input file
– Load program

Deposits and General Accounts Receivable(A/R)

Description

The Accounts Receivable file will provide a statewide method for transferring accounts receivable information from agency software packages.

Others

Description

At this time there is no plan to provide inbound interfaces for the Asset Management or Purchasing modules. This data will only be accepted through the online methods made available by PeopleSoft.

2. Human Resources

These processes will load information to the following modules:

Time and Labor

Description

This will be used by those agencies that decide to retain their current time recording systems, but will need to upload that information to this PeopleSoft module.

Options

Modified PeopleSoft delivered program.

Components

Benefits Billing

Description
This will be used by those agencies that withhold benefits premiums from the checks of retirees. The interface will be used to update the billing module with the payment information so that the retirees will not receive a bill for their benefits.

Options
New Cobol or SQR program.

Components

At this time there is no plan for any other inbound batch interface processes for HR.

Outbound Interface Requirements

The following are the standard **outbound** interfaces that will available for receiving information from the PeopleSoft modules. The first three will be available to all agencies. The rest are agency specific:

Financials

These processes will make financial information available from the PeopleSoft financial modules:

Cashed Warrant Data

Description
Information that will allow agencies to determine if a warrant that was issued through one of their applications has been cashed.

Chart of Account Data

Description
Information that will be used by agencies to verify that chart of account data being entered into their applications is valid. Examples of these are business unit, accounts, funds, organizations, appropriations, programs, budget year, and project/grant information.

Other General Ledger Data

Description
Information that will be used by agencies to verify that other GL data being entered into their applications is valid. One example is SDL balances.

Human Resources

No standard outbound interfaces, for accessing HR data, are planned at this time. However, there are a number of "agency specific" interfaces that will be made available:

Retirement Deductions

Description
Information about retirement premiums that have been withheld from employees' paychecks. Send to PERD and TRS.

Job Service Employees' Time

Description
Information about Job Service Employee's Time. Send to Labor & Industry.

Deferred Comp

Description
Contains the amounts withheld from employees who choose to have money from their salary put into a deferred comp account. This file is sent to the financial institutions that employees have accounts with.

State Unemployment Tax

Description
Contains State unemployment tax information that is produced on a quarterly basis. Send to Labor & Industry.

Carrier Interfaces (14 Insurance/Benefit Carriers)

Description
Contains deduction information that must be sent to 14 different insurance/benefit carriers. These will be sent to Colonial Life, Blue Cross/Blue Shield, etc.

Child Support

Description
Contains deductions taken for child support payment. Send to DPHHS.

W2 File (Federal Government)

Description
Contains W-2 information for every employee who received compensation during the previous calendar year. It is sent to the federal government on an annual basis.

Workers' Compensation/State Fund (WC/SF)

Description
Employee deduction and employer contributions to workers' compensation are reported to WC/SF.

Legislative Branch R-Base Outbound

Description
Employee data provided for use by the Legislative Branch in fee charging to agencies for audits performed.

MDT Expenditure Summary

Description
Contains information from both the PeopleSoft HR and Payroll modules.
Send to MDT.

INTERFACE APPROACH

This section will detail the recommended guidelines and process for building inbound interfaces. This includes all interfaces from agency software to any PeopleSoft modules.

1) The agency will create a fixed-length file at their location. Each agency will be provided with the appropriate file layouts.

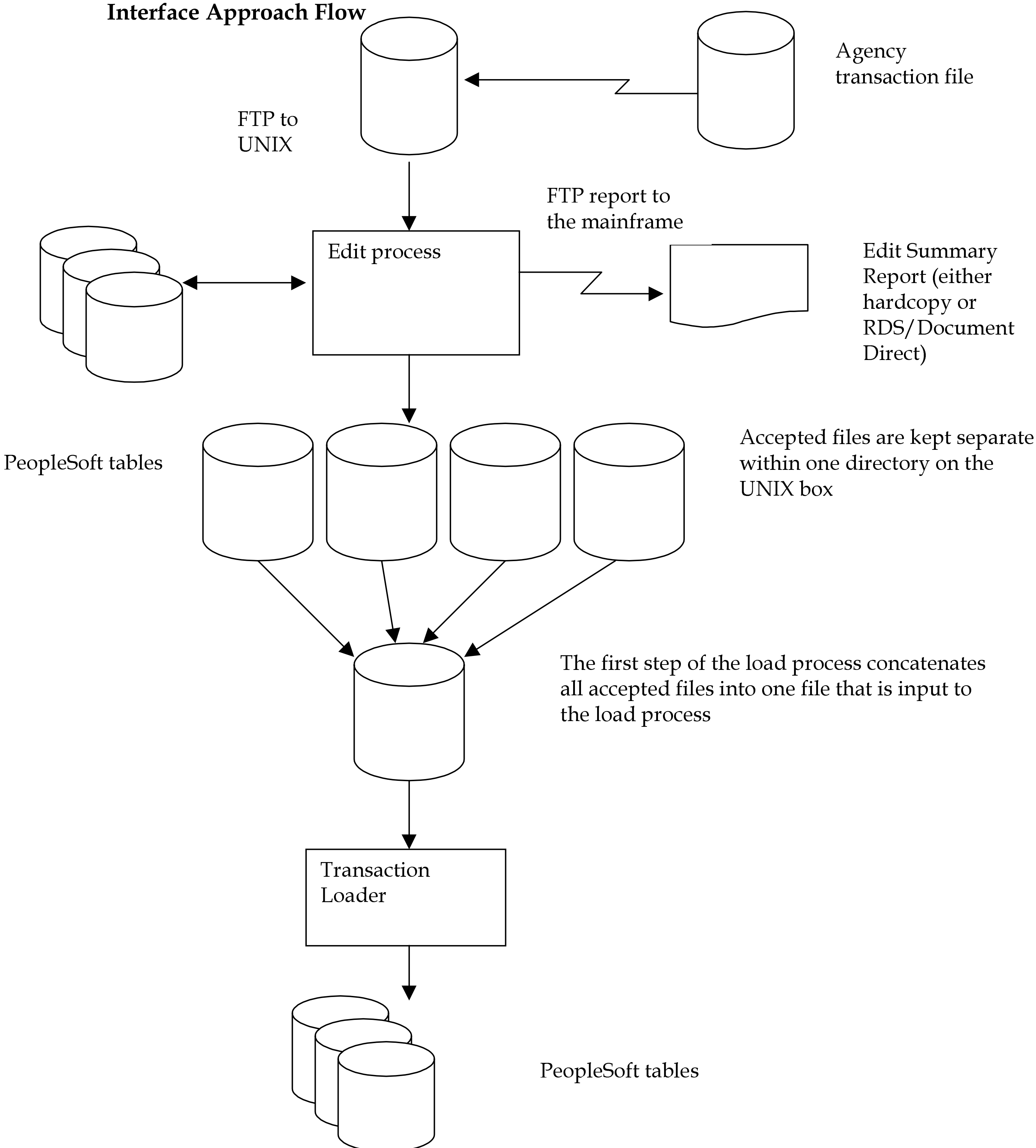
2) The agency will be responsible for transferring their file to a dataset on the MT PRRIME Unix box.

3) The dataset will be used as input to an edit process that will check each record to insure that data is valid. Valid data will be saved to a dataset. Invalid data will be sent to a separate dataset where it can be corrected and re-run through the edit process.

4) An update process will read the transferred file, and update the PeopleSoft tables with the transaction information. Depending on the module, this process will either:

   a) Update the PeopleSoft tables immediately.
   b) Update a set of staging tables. If this is the case, a PeopleSoft delivered process will be run to move data from the staging tables to the PeopleSoft tables.

Interface Approach Flow



File Layouts

Financials

Separate files will be created for each file type. These include files for General Ledger, Vouchers, and Accounts Receivable. Following are the record layouts for each of the files.

GENERAL CODING INSTRUCTIONS FOR ALL FILES.

- All **dates** are in the format MMDDYYYY.
- Use blanks for **filler**.
- For all **Chartfield** coding instructions refer to the Chart of Accounts/Budget Structure Analysis document.
- **Monetary amounts** must include a leading sign (required if negative, blank if positive) and a decimal point. The amounts will be 16-bytes in length and must be right justified. The amount does not have to be zero filled. Examples: $245.15 is coded as 245.15. Negative $1,715.42 is coded as –1715.42.

General Ledger File

The General Ledger file is made up of two record types, a GL header and a GL line. **The header record must be the first record. There must be at least one GL line record for each header. A file may contain multiple header records but the associated GL line records must immediately follow the respective header record.**

GL Header Record Layout

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Business Unit	**Y**	2	5
PS_Journal ID		7	10
Journal Date		17	8
Ledger		25	10
Reversal Code		35	1
Reversal Date		36	8
Source		44	3
Transaction Reference Number		47	8
Description		55	30
Filler		85	97
Date Stamp	**Y**	182	8
Time Stamp	**Y**	190	4

Coding Instructions

- **Record type** - For the header record must be '**H**'.
- **Business Unit** - Required Chartfield. (Key Field)
- **PS_Journal ID** - For these new journals this field must have the value '**NEXT**'. This will cause the system to generate a journal number and will reduce the risk of duplicate journals. Any other value will be considered invalid and will be rejected. (Key Field)
- **Journal Date** - Will default to the system date. (Key Field)
- **Ledger** - Will normally be 'ACTUALS' although other ledgers will be created for budget transactions.
- **Reversal Code** - PeopleSoft functionality to allow automatic reversal of a journal. Valid values are 'B' (Begin Next), 'D' (Date Specified), 'E' (End Next), 'N' (None), and 'R' (Reversal). Default is 'N'.
- **Reversal Date** - The date of the reversal.
- **Source** - Pre-established in PeopleSoft to help track where documents come from. May be used to aid in processing.
- **Transaction Reference Number** - Agencies may use this field to enter any cross-reference information from their system.
- **Description** - This is an open description field.
- **Date Stamp -** The date this file was created.
- **Time Stamp -** The time this file was created. In form hour and minute (hhmm).

GL Line Record Layout

Record Element	Required	Start Position	Length
Record Type	**Y**	1	1
Business Unit[1]	**Y**	2	5
Journal Line Number	**Y**	7	6
Ledger	**Y**	13	10
Account[1]	**Y**	23	6
Fund[1]	**Y**	29	5
Organization[1]		34	10
Program[1]		44	5
Subclass[1]		49	5
Budget Year[1]	**Y**	54	4
Project ID[1]		58	15
Filler		73	5
Statistics Code[1,2]		78	3
Filler		81	3
Transaction Monetary Amount[3]	**Y**	84	16
Statistics Amount[2,3]		100	16
Journal Line Reference		116	10
Journal Line Description		126	30
Filler		156	38

Coding Instructions

- **Record Type** - For the line records must be '**L**'.
- **Business Unit** - Required Chartfield. (Key Field)
- **Journal Line Number -** The unique line number for each line associated with the preceding header record. The first line for each new header record must be line number 1. The line number must then be incremented by 1 for each subsequent line. (Key Field)
- **Ledger -** Refer to ledger field on the header record. (Key Field)
- **Journal Line Reference** - Used for OpenItem accounting information. Replaces the current SDL field.
- **OTHER -**
  - [1]See general coding instructions for all Chartfields.
  - [2]Statistics fields are optional fields used to record non-monetary information.
  - [3]See general coding instructions for monetary amounts.

GENERAL LEDGER ISSUES STILL NOT RESOLVED

These issues may lead to modifications in the preceding file layouts.

1. No-Warrant Transfers
   The modification for No-Warrant Transfers is currently in the design phase.

Voucher File

The Voucher file will provide a statewide method for transferring voucher **and** vendor information from agency software packages. All this information will come in on one file. The agency must provide a Vendor ID on all incoming transactions. The Vendor ID provided will become the Vendor ID within PeopleSoft. The load program will create a new vendor if it doesn't already exist in the system

The Voucher file is made up of numerous record types, which must be input, in the correct order:

> **Each voucher must have a header record and the header record must be the first record.** Following the header record must be the vendor record. The next record must be the first line record followed by all distributions associated with that line. If there are more lines for this header they, and their associated distributions, follow as described above. **There must be at least one line record for each header record, and at least one distribution record per line record.** Following the lines and their distributions are the advice records.
>
> A file may contain multiple header records but the associated line records must follow the respective header record, and the distribution(s) must immediately follow the respective line record.
>
> **<u>Multiple Vendors:</u>**
> It has been determined that PeopleSoft will handle multiple vendors by producing a new voucher for each vendor. As these are ultimately going to be loaded into PeopleSoft as separate vouchers, the agency systems will generate a separate voucher for each of these vendors. These vouchers will therefore look exactly like the previously mentioned vouchers and will be loaded through the same file.

Voucher Header Record

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Business Unit[1]	**Y**	2	5
Invoice ID		7	16
Invoice Date	**Y**	23	8
Vendor Set ID	**Y**	31	5
Vendor ID	**Y**	36	10
Vendor Address Location		46	3
Origin		49	3
Operator ID	**Y**	52	8
Voucher Total Lines	**Y**	60	5
Accounting Date		65	8
Gross Amount[2]	**Y**	73	16
Payment Method		89	3
Due Date		92	10
Transaction Reference Number		102	8
Description		110	254
Date Stamp	**Y**	364	8
Time Stamp	**Y**	372	4
Filler		376	175

Coding Instructions

- **Record Type** - For the header record must be '**H**'.
- **Business Unit** - Required Chartfield (Key Field).
- **Invoice ID** - The vendor's invoice number. If this field is completed for all vouchers entered into the PeopleSoft Accounts Payable module, the system has the ability to check for duplicate invoices to ensure that an invoice is not paid more than once.
- **Invoice Date -** The invoice date on the vendor's invoice.
- **Vendor Set ID** – Each agency will be assigned a unique set ID for interface purposes only.
- **Vendor ID** - PeopleSoft will use the agency provided vendor ID as its Vendor ID. (Key Field)
- Vendor Address Location - A three digit **number** that identified the specific address location for a vendor. A vendor may have multiple address locations. Default value is 1.
- **Origin** – This field will be left to the discretion of each agency to define valid values. It may be used to distinguish different organizational entities originating the transaction or make a distinction between "RJE" vouchers vs. those entered online.
- **Voucher total lines** - The total number of lines from the following line records.
- **Accounting Date** - The period and year in which the posting entries will be made.
- **Gross Amount** - The total amount of the voucher. This amount must be the sum of all of the following line amounts.

- Payment Method - This field will be used to identify the payment method for the voucher. If the field is left blank, the system will store the default payment method as a check. If an EFT payment is preferred for the voucher, enter 'EFT' in this field.
- **Due Date** - The date on which the voucher is to be paid.
- **Transaction Reference Number** - Agencies may use the transaction reference number field to enter any cross-reference information from their system. **(new field)**
- **Description** - Voucher comments.
- **Date Stamp -** The date this file was created.
- **Time Stamp -** The time this file was created. In form hour and minute (hhmm).
- **OTHER**
  - [1]See general coding instructions for all Chartfields.
  - [2]See general coding instructions for monetary amounts.

Vendor Record

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Set ID	**Y**	2	5
Vendor ID	**Y**	7	10
Name1	**Y**	17	40
Name2		57	40
Vendor Address Location[1]		97	3
Vendor Location Description[1]		100	30
Addr1	**Y**	130	35
Addr2		165	35
City	**Y**	200	30
State	**Y**	230	4
Country		234	3
Postal	**Y**	237	12
Warrant Name 2		249	40
Tin/SSN		289	9
Name1-Owner[2]		298	40
Name2-Owner[2]		338	40
Tintype-Owner[2]		378	1
Addr-Owner[2]		379	40
City-Owner[2]		419	30
State-Owner[2]		449	4
Postal-Owner[2]		453	12
Payment Method[3]		465	3
Bank Account Number[3]		468	17
DFI ID[3]		485	12
DFI Qualifier[3]		497	2
EFT Routing Flag[3]		499	1
EFT Routing Status[3]		500	1
EFT Transaction Handling[3]		501	1
Filler		502	46

Coding Instructions

Every voucher transaction set must include a vendor record. This record will be used to check for address changes and will also be used to identify necessary bank/bank account information for EFT payments.

- **Record Type** - For the line record must be '**V**'.
- **Set ID** – Each agency will be assigned a unique set ID for interface purposes only.
- **Vendor ID** – Must be included. This field will be defined by each agency. Agencies may use their own vendor ID to keep PeopleSoft in sync with their system. (Key Field)
- **Name1** - Enter the primary vendor name in all capital letters. If the vendor is an individual, enter the last name followed by a comma and the first name (with no space after the comma). In addition to appearing on the check, this name will be used by the system when an end-user requests a name search to select a vendor.
- **Name2** - Enter a second vendor name, if applicable. An example might be a DBA (Doing Business As) name. This name field is for informational purposes only and will not appear on any checks written to the vendor. There are no formatting rules for this name field.
- [1]**The following 2 fields are required if this is a new location for this vendor**:
  - Vendor Address Location - A three digit **number** that identified the specific address location for a vendor. A vendor may have multiple address locations. Default value is 1.
  - Vendor Location Description - A description of this location.
- **Addr1 and Addr2** - Vendor mailing address(es).
- **City** – Vendor city.
- **State -** For states and Canadian provinces, enter the 2 digit abbreviation in all capital letters. Here are valid codes for some Canadian provinces: Alberta (AB), British Columbia (BC), Saskatchewan (SK), and Manitoba (MB). For any other provinces, contact the central vendor table administrative entity for correct abbreviations.
- **Country** – Enter the 3 character abbreviation for the vendor's country. The default if left blank, will be USA. Canada's abbreviation is CAN. For any other countries, contact the central vendor table administrative entity for correct abbreviations.
- **Postal -** Enter the zip or postal code. If sending the 9 character US Zip Code, send it as a 10 character string comprised of the 5 digit portion of zip code, followed by a dash, and the 4 digit extension.
- **Warrant Name 2** - The system will automatically print the Name1 field described above on all warrants. If the agency desires a second name to appear on the warrant, that name should be entered into this field. (NOTE: The Name2 field described above DOES NOT appear on the warrant.)
- **Tin/SSN** - If the vendor's SSN or FEIN is known, enter the 9 digit code in this field as a continuous string without separation (e.g. -) characters.
- [2]**The following 7 fields with the (– Owner) suffix all pertain to 1099 vendors.**
  - **Name1-Owner** - If the vendor to be added will be issued 1099 applicable payments, this field is used to capture the vendor name in an IRS mandated format. For corporate vendors, this field can be copied from the Name1 field above. For individuals, the mandated format is last name, followed by one space, then first name.
  - **Name2 – Owner** - Enter a second name, if necessary (e.g. DBA).
  - **Tintype – Owner** – Enter an 'S' if the FEIN/SSN field above contains the SSN, else enter an 'F' if the field contains the FEIN.
  - **Addr** – **Owner –** Vendor's address for purposes of receiving 1099 vendor forms from the State.

  - **City – Owner -** Vendor city.
  - **State – Owner –** Vendor state.
  - **Postal – Owner –** Vendor zip code.
- **Payment Method** - This field will be used to identify the payment method for the vendor. If the field is left blank, the system will store the default payment method as a check. If an EFT payment is preferred by the vendor, enter 'EFT' in this field.
- **Bank Account Number** - For EFT payment methods ONLY, enter the vendor's bank account number into which the EFT transfer should be made.
- **DFI ID** – The unique 9 character number assigned to the vendor's bank by the Depository Financial Institution.
- **DFI Qualifier** – For payments to US banks, enter the code "TR" for transit number.
- **EFT Routing Flag** -
- **EFT Routing Status** -
- **EFT Transaction Handling** -
- **OTHER**
  - As noted above, **each "new" vendor must have an associated vendor record** and it must immediately follow the associated header record.
  - [1]Address location information. Both fields are required if this is a new location for this vendor.
  - [2]1099 Vendor fields. If the agency will be making 1099 applicable payments to this vendor, these fields are **required.**
  - [3]Direct Deposit fields. If a direct deposit then these fields are **required.**

Voucher Line Record

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Business Unit	**Y**	2	5
Voucher Line Number	**Y**	7	5
PO Business Unit		12	5
PO ID		17	10
Description		27	30
Line Amount	**Y**	57	16
M1099 SW		73	1
M1099 Code		74	2
Filler		76	475

Coding Instructions

- **Record Type** - For the line records must be '**L**'.
- **Business Unit** - Required Chartfield. (Key Field). Enter the AP Business Unit that's originating this voucher.
- **Voucher line number** - A unique number that identifies the voucher line record per voucher header. (Key Field).
- **PO Business Unit** – This field and the next are optional fields that can be used for two-way matching between this voucher and its associated PO. This is only a viable option if the PO was entered via PeopleSoft's purchasing module and the PO number, as assigned by the Purchasing module, is known and can be entered into the following PO ID field. This field should contain the Business Unit name under which the PO was entered into PeopleSoft's Purchasing module.
- **PO ID** – Enter the PO number associated with this voucher as entered through PeopleSoft's Purchasing module. Depending upon match rules that have been established by the agency at the AP Business Unit level, the completion of these two PO fields will result in a comparative validation of the information on the PO and this voucher.
- **Description** – Description of item(s) associated with this voucher line.
- **Line Amount -** The amount for this line.
- **M1099 Switch** - Identifies whether or not this voucher line is a 1099 applicable payment. Valid values are 'Y' or 'N'. Default is 'N'.
- **M1099 Code** – For a 1099 applicable payment ONLY, enter one of the 12 valid two digit 1099 codes (e.g. 01-rents, 07 – non-employee compensation) that identifies the category of 1099 payment.
- **OTHER**
  - As noted above, each header record **must have at least one associated line record**.

Voucher Distribution Record

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Business Unit[1]	**Y**	2	5
Voucher Line Number	**Y**	7	5
Distribution Line Number	**Y**	12	5
Account[1]	**Y**	17	6
Fund[1]	**Y**	23	5
Organization[1]		28	10
Program[1]		38	5
Subclass[1]		43	5
Budget Year[1]	**Y**	48	4
Project Grant[1]		52	15
Statistics Code[1]		67	3
Distribution Amount[2]	**Y**	70	16
Filler		86	465

Coding Instructions

- **Record Type** - For the line record must be '**D**'.
- **Business Unit** - A required Chartfield. (Key Field)
- **Voucher Line Number** - Represents the associated line number for the distribution. (Key Field)
- **Distribution Line Number** - A unique number, which identifies the distribution line record per voucher line. Should start with 1 and then increment by 1. (Key Field)
- **Distribution Amount** - The amount for this distribution.
- **OTHER**
  - [1]See general coding instructions for all Chartfields.
  - [2]See general coding instructions for monetary amounts.
  - As noted above, each distribution record **must have at least one associated line record**.

Advice Line Record (Proposed)

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Business Unit	**Y**	2	5
Advice Type	**Y**	7	1
Advice Sequence Number	**Y**	8	3
Advice	**Y**	11	70
Filler		81	470

Coding Instructions

- **Record Type** - For the line records must be '**A**'.
- **Business Unit** - Required Chartfield. (Key Field)
- **Advice Type** - Identifies the type of advice. Valid values are regular ('R') and special ('S'). Default is 'R'. (Key Field)
- **Advice Sequence Number -** A unique number, which identifies the order of the advice lines. Should start with 1 and increment by 1. (Key Field)
- **Advice -** The actual advice.

VOUCHER ISSUES STILL NOT RESOLVED

These issues may lead to modifications in the preceding file layouts.

1. Multiple Vendors
   The modification for multiple vendors is a major modification that is currently in the design phase. At this time the plan is to load this information in the above voucher load hopefully as another record type.

2. Advice Line
   The modification for the advice lines is in the design phase. The above record layout may change depending the outcome of the design.

3. Trailer Record
   A trailer record may be necessary for the voucher file.

4. Warrants already written
   This will be a separate inbound interface file. The file layout is being worked on at this time.

Bank Reconciliation File

Accounts Payable payments established through PeopleSoft (PS) will be reconciled by using an electronically transmitted file (Source) consisting of cleared checks from the bank. This payment information will be read and formatted (Target). The reformatted file will then be passed through EDI Manager to be inserted into PS staging tables. The information will then be moved from the staging tables to PS bank reconciliation tables on the production database. **This file layout is based on the assumption that the bank will be able to send the information in this format.**

Ad-hoc Check Reconciliation Interface File (Source)

Record Element	*Required*	*Start Position*	*Length*
Bank Rec Type	**Y**	1	2
Bank Account	**Y**	3	12
Bank Check Number	**Y**	15	10
Bank Check Amount	**Y**	25	12
Date Check Cleared	**Y**	37	6
Bank Serial Number	**Y**	43	9

Accounts Receivable File

The Accounts Receivable file will provide a statewide method for transferring accounts receivable information from agency software packages. If an Accounts Receivable Customer does not exist in the PeopleSoft system, then the customer must be added prior to sending the Accounts Receivable information.

Accounts Receivable Record Layout

Record Element	*Required*	*Start Position*	*Length*
Group Unit	Y	1	5
PS_Customer ID		6	15
Agency Associated Customer ID		21	15
Agency Customer ID Description		36	10
Item ID	Y	46	22
Entry Type	Y	68	5
Entry Reason	Y	73	5
Entry Amount	Y	78	16
Accounting Date		94	8
As of Date		102	8
Due Date		110	8
AR Distribution Code		118	10
Document		128	30
Payment Terms Code		158	5
Origin ID		163	5
Date Stamp	Y	168	8
Time Stamp	Y	176	4
Filler		180	21

Coding Instructions

- **Group Unit** - The Agency's Accounts Receivable Business Unit Name. (Key Field)
- **PS_Customer ID** - PeopleSoft's unique customer ID. (Key Field)
- **Agency Associated Customer ID** - This is the Customer ID unique to the agency.
- **Agency Customer ID Description** - This is the description of the agency's Customer ID.
- **Item ID -** The agency defined description of the AR item. (Key Field)
- **Entry Type, Reason, and Amount** - required. The Type and Reason must be valid values.
- **Accounting Date** - Will default to the system date if not provided.
- **As of Date** - Will default to the Accounting Date if not provided.
- **Due Date** - Date payment is due from customer (agency defined).
- **AR Distribution Code** - Will be defaulted by the Entry Type/Reason. Can be overridden if provided.
- **Document** - An agency defined identifier.
- **Payment Terms Code** - Must be a valid value from the Payment Terms Table.

- **Origin ID** - Must be a valid value from the Origin ID Table.
- **Date Stamp -** The date this file was created.
- **Time Stamp -** The time this file was created. In form hour and minute (hhmm).
- **OTHER**
  - Agency's **must provide** an Agency Associated Customer ID **and** description if the PeopleSoft Customer ID is not provided.

Accounts Receivable Customer File

The Accounts Receivable Customer file will provide a statewide method for transferring Accounts Receivable customer information from agency software packages. If an Accounts Receivable customer does not have a valid PeopleSoft customer Id, then one must be added before the Accounts Receivable information can be sent.
The Customer file is made up of two record types. Each new customer must have at least one address record associated with it, but may have more than one.

Customer Header Record Layout

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
PS_Customer ID		2	15
Tin		17	9
Agency Associated Customer ID		26	15
Agency Customer ID Description		41	10
Name (Short)		51	22
Name1	**Y**	73	40
Name2		113	40
Name3		153	40
Date Stamp	**Y**	193	8
Time Stamp	**Y**	201	4
Filler		205	96

Coding Instructions

- **Record Type** - For the header record must be 'H'
- **PS_Customer ID** - The PeopleSoft unique customer ID. If adding a new customer then the PS Customer ID **must be blank, and** the combination of the Agency Associated Customer ID and the Description must be coded.
- **Tin** - The Social Security Number of Federal Employer ID Number. **(new field)**
- **Agency Associated Customer ID** - This is the Customer ID unique to the agency.
- **Agency Customer ID Description** - This is the description of the agency's Customer ID.
- **Name (Short)** - If not coded will default to the first 10 characters of Name1.
- **Name1 -** The customer's name.
- **Name2 and Name3** - Additional name fields. May be keyed in addition to Name1.
- **Date Stamp -** The date this file was created.
- **Time Stamp -** The time this file was created. In form hour and minute (hhmm).
- **OTHER**
  - Either the PS Customer ID **or** both the Agency Associated Customer ID **and** the Agency Customer ID Description must be coded if changing existing customer information

Customer Detail (Address) Record Layout

Record Element	*Required*	*Start Position*	*Length*
Record Type	**Y**	1	1
Effective Date	**Y**	2	8
Primary Bill to Address		10	1
Address1	**Y**	11	35
Address2		46	35
Address3		81	35
Address4		116	35
City	**Y**	151	30
County		181	30
State	**Y**	211	4
Postal	**Y**	215	12
Phone		227	24
Extension		251	6
Fax		257	24
Filler		281	20

Coding Instructions

- **Record Type** - For the header record must be '**D**'.
- **Effective Date -** As the Address Table is effective dated, each Address record is considered to be an add. The associated sequence number will automatically be incremented by 1. (Key Field)
- Primary Bill to Address – 'Y' for primary bill to address (address where customer's statements and dunning letters should be sent) or 'N' for not primary bill to address.
- **Address1 -** First line of address.
- **Address2 -** Second line of address.
- **Address3 -** Third line of address.
- **Address4 -** Fourth line of address.
- **City -** City name.
- **County -** County name.
- **State -** Two digit abbreviation for addresses within the 50 States.
- **Postal -** Zip code.
- **Phone -** Customer's phone number.
- **Extension -** Customer's extension at phone number.
- **Fax -** Customer's fax number.

Human Resource File Layouts

Time & Labor

PeopleSoft offers a rapid entry system for the Time & Labor module. This allows users to rapidly enter data without the hassle of warning or error messages. The data is stored in a staging table and once the information is reviewed and marked complete, a batch job is run to update the PeopleSoft Time & Labor tables with the entered information. The interface process as recommended in the PeopleSoft reference manuals will utilize these staging tables.

Agencies will submit a flat file in the following format. Bold fields are required. There are some other dependencies that will be edited before the file is loaded. They are outlined following the file layout.

Time & Labor Record Layout

Record Element	*Required*	*Start Position*	*Length*
Employee ID	**Y**	1	7
Employment Record Number	**Y**	8	3
Date Under Report	**Y**	11	8
Time Reporting Code	**Y**	19	5
Hours/Units	**Y**	24	3.5
Reported Amount	**Y**	33	5.5
Use Profile	**Y**	44	1
[1]State		45	2
[1]Locality		47	7
[1]Override Rate		54	5.5
[1]Shift ID		65	10
[1]Work Group		75	10
[1]Task Group		85	10
[2]Company		95	3
[2]Business Unit		98	5
[2]Dept ID		103	10
[2]Product		123	6
Project ID		129	15
Task		144	5
[2]Customer		149	10
[2]Account Code		159	25
[2]Analysis Type		184	10
[2]Resource Type		194	10
[2]Resource Category		204	10
[2]Resource Sub-category		214	10
[2]Activity ID		224	15

Coding Instructions

- Earnings information (i.e. rate) will be accepted from the normal employee information unless the [1]override fields are entered.
- The Use Profile field must be either N or Y. If the Use Profile field is Y, Task, Project ID, and [2]More Task Detail Fields must be left blank.
- Numeric values should be zero filled and include the decimal point. Example: The hours/unit field has a length of 3.5. If a person worked 8 hours this field should be 008.00000
- The employee ID must exist on the PeopleSoft database.
- Once the file has been uploaded, users may view data online at *Start - Administer Workforce - Capture Time and Labor – Use – Rapid Entry by Employee.* The interface process will assign a

session number and description. The interface report will identify that number. Corrections and approval will be performed online. The session must be put into a complete status before the batch process will update the PeopleSoft tables.
- Dates are in the format MMDDYYYY.

Benefit Billing

On a monthly basis the Public Employee's Retirement Division (PERD) will send information detailing amounts withheld from retiree benefit checks.

Benefit Billing Record Layout

Record Element	*Required*	*Start Position*	*Length*
Employee ID	**Y**	1	7
Date	**Y**	8	8
Amount	**Y**	16	5.2

Coding Instructions

- Numeric values should be zero filled and include the decimal point. Example: The amount field has a length of 5.2. If an employee had $20.00 withheld this field should be 00020.00.
- The employee ID must exist on the PeopleSoft database.
- Once the file has been received by the PeopleSoft system, users may view and correct information at *Start – Compensate Employees – Administer Base Benefits – Use.* To view data use the *Payment Adjustment* panel.
- The format of the Employee ID on the PERD retiree database is AA9999 (currently it is numeric but they are in the process of changing the format) so we should consider using the same Employee ID for retiree in the PeopleSoft applications.
- Dates are in the format MMDDYYYY.